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Corporate Office
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“Foundation to Landmark, brick by brick”

www.kutirgroup.in

Kutir Group Hiring Policy

Objective

Kutir Group's goal is to hire qualified individuals who will contribute to the company's overall success. This policy outlines the standard procedure for hiring the most qualified candidates.

Hiring Process and Procedures

1. Personnel Requisitions

To begin the hiring process, a **personnel requisition** must be completed and submitted to the Human Resources (HR) department. The department supervisor or manager initiates the requisition, which must then be approved by the division vice president.

A complete requisition should include:

- Position title and status (exempt or nonexempt)
- Position hours and shifts
- The reason for the job opening
- Essential job functions, qualifications, or a current job description
- Any special instructions for recruitment advertising

2. Intake Meetings

Once HR receives the approved requisition, they will schedule an **intake meeting** with the hiring manager. During this meeting, they will discuss the position's specific requirements, the ideal candidate profile, and establish the recruiting strategy and expectations.

3. Job Postings

Based on the intake meeting, HR will create a job posting that clearly describes the role and promotes the Kutir Group brand. All job openings will be posted on both the company's internal intranet and appropriate external sources. Jobs will remain posted until the position is filled.

HR is responsible for tracking all applicants and retaining their applications and resumes as required.

4. Internal Applicants

Current employees with a satisfactory employment status are encouraged to apply for internal job openings. If an employee has been with Kutir Group for less than one year, they may need consent from their manager and HR to apply.

All applicants will be considered based on their qualifications and ability to successfully perform the job. HR will notify internal candidates who are not selected for the position.



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5. Interview Process

HR and the hiring manager will screen all applications and resumes to determine which candidates to interview. Initial interviews are typically conducted using a **structured interview process** with **behavior-based interview questions**. Candidate evaluation forms must be completed after each interview and kept on file with the application.

HR will notify all applicants who are not selected for the position.

6. Reference Checks

HR will conduct professional **reference checks** and **employment verification** for the top candidates, based on the evaluation forms from the interviews. A minimum of three professional references are required for each candidate.

7. Job Offers

An offer of employment will be extended to a candidate, contingent on the successful completion of all required background checks and testing.

These checks may include a criminal history, credit history, driving record, or drug testing, depending on the position. Internal applicants must complete any required checks or tests not previously completed.

Once all background checks and tests are successfully completed, HR will provide the final job offer. If a candidate doesn't accept the offer within seven calendar days, Kutir Group may rescind the offer.